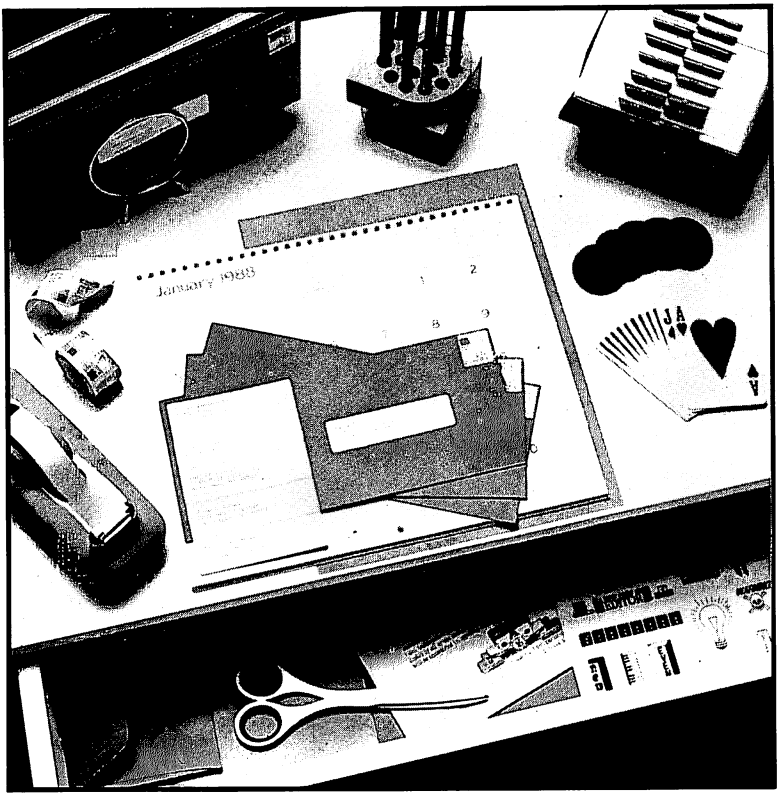
DESKPACK *Plus*™

SIX APPLICATIONS FOR USE WITH GEOS™ AND GEOS 128™



FOR THE COMMODORE 64, 64c and 128 COMPUTERS

BERKELEY Softworks

DeskPack *Plus*
User's Manual

For use with
GEOS on the Commodore 64 and 64c
GEOS 128 on the Commodore 128

Berkeley Softworks
2150 Shattuck Avenue
Berkeley, California 94704

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How to Get Help

We hope that you will find DeskPack *Plus* easy to learn and use, and that this manual provides you with most of the answers to questions you may have about the operation of the programs described in this manual. However, if you do run across a problem that is not answered by the manual, there are two ways to obtain additional help.

The first, fastest, and recommended way to obtain information about and help with GEOS and its follow-on applications is through the QuantumLink telecommunications network. QuantumLink, or Q-Link, is an online service network designed for Commodore users.

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Welcome to DeskPack *Plus*

Your new DeskPack *Plus* package has been expanded to include geoDex, geoMerge, the Graphics Grabber, the Icon Editor, and the Calendar and Blackjack desk accessories. For users of the Commodore 64, the deskTop and printer drivers have been upgraded. Users of the Commodore 128 are already familiar with the new deskTop and drivers.

The programs in the DeskPack *Plus* disk have been enhanced so that you can use them with both the 64 and 128 versions of the Commodore. Differences in use may vary, however. In this manual, instructions for the 128 version appear in a gray box. Note also that the illustrations used in this manual are from the 128 version of DeskPack *Plus*.

This manual is divided into eight chapters:

1: **Before You Begin** guides you through the initial process of installing the DeskPack *Plus* programs, checking your disk for damage, making a backup copy of your disk, creating work disks, and making sure you have the right printer drivers.

2: **Graphics Grabber** lets you convert artwork from other popular Commodore 64 and 128 programs for use in GEOS applications, such as geoWrite, geoPaint, and geoPublish.

3: **The Icon Editor** converts non-GEOS files to the special GEOS format, and lets you customize the icons of those files. It has been expanded to enable you to incorporate graphics from a geoPaint document into an icon's design.

4: **The Calendar** is a desk accessory which enables you to make notes about and keep track of important engagements. It has been enhanced to enable you to move or copy information to and from other files.

5: **Blackjack** is a desk accessory which simulates the popular game of the same name.

6: **deskTop and Drivers** describes GEOS deskTop version 1.3 and new and enhanced input and printer drivers. The features described in this chapter are already familiar to Commodore 128 users.

7: **geoDex** is a filing system that stores miscellaneous information together and makes it available for instant recall. It has been updated to enable you to copy a record into a Text Scrap (and, of course, to another data file).

8: **geoMerge** is a mail merge program enabling you to print out customized form letters. Used with geoDex, geoMerge gives you a way to incorporate geoDex records with a merge form document.

9: **Appendices** contains information on the difference between standard and GEOS formats, as well as error messages for the geoDex, Graphics Grabber, and Icon Editor programs.

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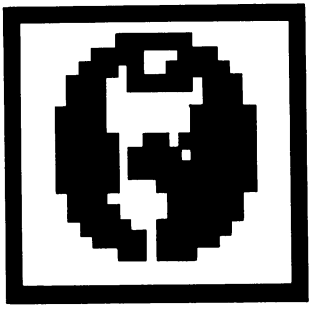
Chapter 1: Before You Begin



Chapter 1 contains the information you need to begin work with DeskPack *Plus*.

After reading this chapter, you should know:

- How to install and boot the DeskPack *Plus* disk.
- How to validate your disk.
- How to make a backup copy of your DeskPack *Plus* disk.
- About work disks.
- About using printer drivers.

First, install DeskPack *Plus*

The methods for installing DeskPack *Plus* vary slightly, depending on whether you are using a Commodore 64 or 128.

To install DeskPack Plus:

1: Boot your GEOS boot disk as described in your *GEOS User's Manual.*

> If you are using a Commodore 128, boot as follows: insert your System (or boot) disk into the disk drive, and turn on your disk drive, monitor, and computer switches. (You need not enter the BASIC command **LOAD"GEOS",8,1**.) The System deskTop will appear on the screen.

2: Close your GEOS boot disk and remove it from the disk drive.

3: Insert the DeskPack *Plus* disk into the disk drive and open it.

4: Open the geoDex file by clicking once on the geoDex icon and selecting **open** from the **file** menu. (You can also double-click on the geoDex icon.) The geoDex screen will appear with a dialog box over the top of it saying "geoDex installed."

5: Select **OK** to return to the deskTop. geoDex is now installed on your system.

6: Using steps 4 and 5, open and close geoMerge and Graphics Grabber, then go to "Validate your disk," below.

NOTE: The Icon Editor, the Calendar, and Blackjack require no special installation procedures.

Validate your disk

1: Make sure the DeskPack *Plus* disk is activated and open to the deskTop.

2: Select **validate** from the **disk** menu. GEOS will check the DeskPack *Plus* disk for damage, and list any errors it finds.

NOTE: If GEOS indicates that your DeskPack *Plus* disk is damaged, first check to make sure it is correctly inserted in the disk drive. Check to see if the disk drive is damaged or

misaligned: try validating the DeskPack *Plus* disk on another disk drive or on one at your local dealer. If the disk is truly damaged, return it to Berkeley Softworks for a replacement. (Our address and phone number can be found in the "How to Get Help" section at the front of this manual.)

Make a backup copy

1: Open the DeskPack *Plus* disk to its deskTop.

2: Select **copy** from the **disk** menu and copy the DeskPack *Plus* disk onto another disk. If necessary, refer to "Copying a Disk," page 3-9 of your *GEOS User's Manual.*

3: Store the original DeskPack *Plus* disk in a safe place. If you ever have difficulty with the backup disk, use the original disk to make another backup.

Now, make a work copy

You are now ready to make work disks with the programs and accessories on DeskPack *Plus*. When we discuss geoDex, Graphics Grabber, and the Icon Editor, we suggest configurations that may be helpful. The desk accessories can be placed on any work disk that has room.

NOTE: Making a work disk is simply copying the files you need onto a formatted blank disk. When you are ready to make a work disk you can either copy the entire disk (refer to "Copying a Disk," page 3-9 of your *GEOS User's Manual*), or you can copy certain files (refer to "Copying a File to Another Disk," page 3-4 of your *GEOS User's Manual.*)

Check your printer drivers

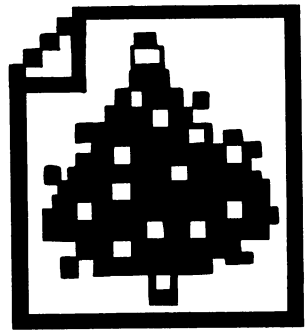
Be sure that your printer is connected to your computer correctly, and that you have the correct printer driver selected for your system. The new printer drivers that come with this release of DeskPack *Plus* will work on both the 64 and 128 systems; however, the old drivers will still work if you are using a Commodore 64. (It is recommended that you use the new drivers.)

To set up your printer:
If you wish to use the old drivers, refer to your *GEOS User's Manual*: "Choosing a Printer Driver & Printer," page 2-24, and "Printer Interfaces," page 2-31.

If you wish to use the new drivers, refer to your *GEOS 128 User's Manual*: "Choosing a Printer Driver and Printer," page 1-11, and "Selecting the Correct Printer Driver for Your Printer," page 1-13. You can also refer to the **Read Me** file, which is found on the reverse side of your DeskPack *Plus* disk.

Chapter 2: Graphics Grabber

The GEOS Graphics Grabber converts artwork available with other Commodore 64/128 programs for use in GEOS programs. The Graphics Grabber is compatible with and able to load graphics from PrintMaster, Print Shop, and Newsroom.



This chapter explains:

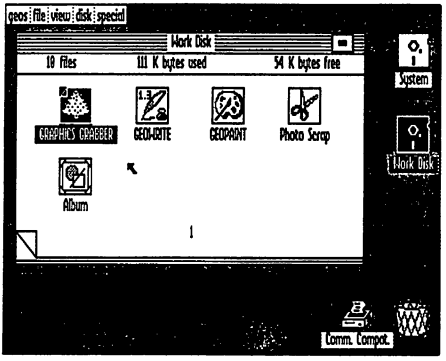
- Using the Graphics Grabber.
- Working with Print Shop or PrintMaster.
- Loading a Newsroom graphic.
- Working with Photo Albums.
- Shortcuts.
- Icons within the Graphics Grabber.
- Description of menu items.

Error messages are explained in Appendix C: Graphics Grabber Error Messages, page A-4.

Using the Graphics Grabber

Work Disks

The Graphics Grabber will most often be used with the GEOS applications geoPaint, geoWrite, and geoPublish. These combinations allow you to customize professionally designed art for specific applications, and to paste it into a document created in a word processor. A good way to organize a work disk for this activity is to have the Graphics Grabber, geoPaint, geoWrite, and the Photo Manager on the same disk. Because the Graphics Grabber can read files on different disks, it is not necessary to place it on the same disk as the artwork you wish to grab.



Selecting the Graphics Grabber

Entering the Graphics Grabber

The Graphics Grabber icon appears on the disk note pad as a small Christmas tree in a box with the corner bent over. There are two ways to enter Graphics Grabber from the deskTop:

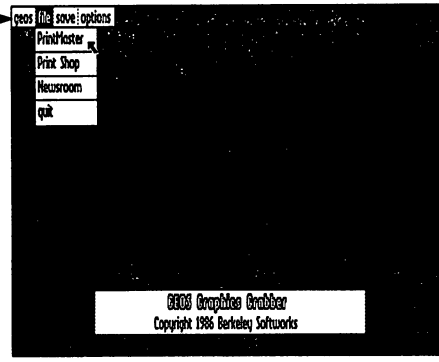
- Click once on the Graphics Grabber icon so that it is highlighted, then select **open** from the **file** menu.
- Double-click on the Graphics Grabber icon.

The Graphics Grabber appears, displaying a screen with a new menu bar at the top.

Working with Print Shop or PrintMaster

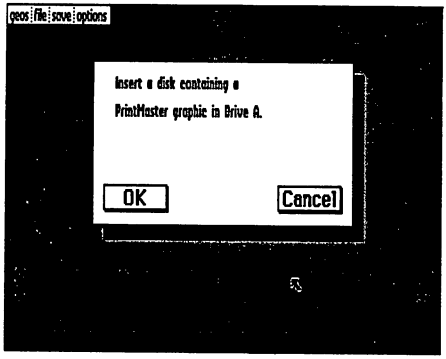
To load a Print Shop or PrintMaster graphic, select the **file** menu. The menu will drop down, displaying each type of graphic, and the **quit** option.

File Menu→



Click on one of the items to make your selection. A dialog box will ask you to insert a disk containing that type of graphic into one of the disk drives. If you are using a single drive system, and if the graphic is on another disk, remove the disk containing the Graphics Grabber, and insert the data disk into the same disk drive. If you are using a two disk drive system, just insert the data disk into the second disk drive, leaving the Graphics Grabber in the original disk drive.

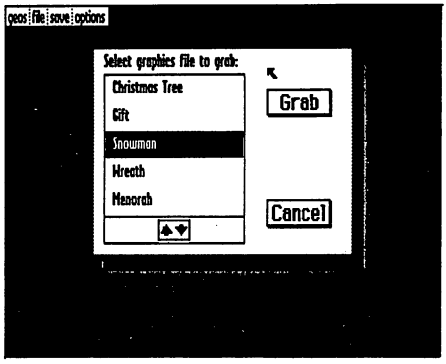
NOTE: You can also run the Graphics Grabber from a RAM Expansion Unit (REU) if you have the REU GEOS Kernel.



Dialog box asks you to insert Graphics Disk.

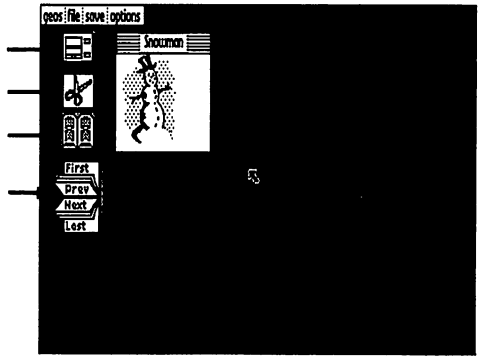
Selecting a File

After you insert the graphic program disk and click on **OK**, a dialog box appears listing the first five files of the type selected. To view other file names, click on the down arrow at the bottom of the file box. The file names scroll up one at a time, with new file names appearing from the bottom of the file box. The files continue scrolling until you release the mouse or joystick button, or there are no more files on the disk. Clicking on the up arrow scrolls the files down in a similar fashion.



Select Graphics to Grab Dialog Box

To grab one of the files, click on the file name. The file name will appear highlighted. After you have selected the file name, click **grab**. The program will load the graphic and display it on the screen.



Icons within Graphics Grabber

Saving Graphics

Once the graphic has been loaded, you can save it on your disk for use in geoWrite, geoPaint, or geoPublish. To save the artwork, select **in a scrap** or **in an album** from the **save** menu. Note that each time you save something to a scrap file, it will remain in that file until you save something else to scrap. Saving in an album is more permanent. Each graphic is stored as one picture in a Photo Album. The Photo Album can be manipulated by the Photo Manager Desk Accessory, allowing you to "cut and paste" artwork into different application programs. See "Working with Photo Albums," page 2-7.

Loading a Newsroom Graphic

Loading a Newsroom graphic is similar to loading a Print Shop or PrintMaster graphic.

To load a Newsroom graphic:

1: Select **Newsroom** from the **file** menu.

2: When you are instructed to do so, insert the disk containing the Newsroom graphic, then click **OK**.

3: A dialog box will appear, allowing you to select a file. Click on a file, then click on **grab**.

4: The first graphic in the Newsroom file you select will appear on the screen. To look through the pages of graphics, use the **First/Prev/Next/Last** icon. Click on **First** to view the first page, **Prev** to view the previous page, **Next** to view the next page, and **Last** to view the last page of the file. When you decide to use a graphic, make sure it is displayed on the screen.

5: Save the currently displayed graphic to a photo scrap or a photo album. See "Working with Photo Albums," below.

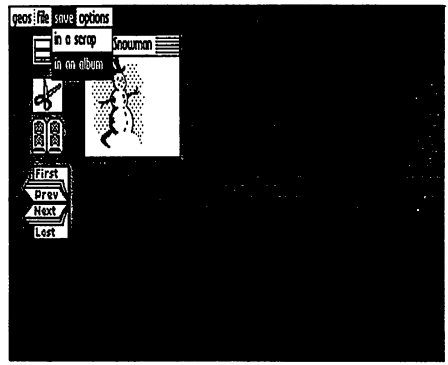
Working with Photo Albums

Creating a New Photo Album

If you need to create a new Photo Album, you can use the **create album** option in the Graphics Grabber, or create it from the Photo Manager. To create a Photo Album, select **create album** from the **options** menu. A dialog box appears, asking you to type in the name of the new album. When you enter the name, a new album is created and becomes the current album. Its name appears in the album file name box.

Saving in a Photo Album

In addition to saving a single graphic into a Photo Scrap, the Graphics Grabber is able to save one or more graphics into a Photo Album. The Photo Album allows you to build collections of artwork and graphics for future use. To save artwork to a Photo Album, simply load a Print Shop, PrintMaster, or Newsroom graphic into memory. After the graphic is displayed on the screen, select **in an album** from the **save** menu.



Select "in an album" to save artwork.

The first time you choose **in an album** from the save menu, a file dialog box appears, listing all of the Photo Albums on the disk. (If there are no Photo Albums on the program disk, it will be necessary to create one—see "Creating a New Photo Album," above). The name of the Photo Album currently in use appears in the album file name box. The program then saves the graphic currently displayed in the Photo Album.

If the Photo Manager is on the same disk as the Graphics Grabber, you can check to see that the graphic was saved into the Photo Album. To do so, go to the geos menu and select it. (All desk accessories on the disk

appear in the geos menu.) Select the Photo Manager and open the Photo Album in which you saved the graphic. The artwork should be the first graphic in the Photo Album.

Album File Name Box

This box is located in the upper right hand corner of the screen and lists the name of the currently selected Photo Album. However, it does not appear until an album is selected. If there is no file name in the album file name box, no Photo Album file has been selected. If there is a file name in the box, then all future album saves will be to that album. If you wish to use a different album, select **change album** from the **options** menu; the album name in the album file name box changes accordingly.

Shortcuts

Processing More than One Graphic at a Time

It may be desirable to take a group of graphics from some other disk and put them together into one Photo Album. You could process them one at a time, but Graphics Grabber has features that make it easier and faster. Follow the procedures described earlier for loading a PrintMaster or Print Shop graphic and save it to a Photo Album. You can now load the next graphic on the disk simply by clicking on the **Next** icon. The next graphic on the disk will be displayed. The **First**, **Last**, and **Prev** options work in the same way. To save the graphic to a Photo Album quickly, click on the Photo Album icon. By alternating between the **Prev/Next** icons and the Photo Album icon, you can save several graphics very quickly on a two disk drive system. On a single disk drive system, this process is slowed down considerably because the disks must be swapped for each operation.

Selecting Graphics on the Same Disk at Random

If you wish to select graphics on the same disk at random, click on the icon that looks like a file dialog box. This will take you directly to the file dialog box for the disk. You can then scroll around and select any graphic on a disk. This approach is faster than using the **file** menu because there will be no insert disk dialog box on a two disk drive system. If you would like to start saving artwork to a different Photo Album, select **change album** from the **options** menu. A file dialog box will appear with a list of Photo Albums from which to choose.

The Photo Manager

On your disk you will find two versions of the **photo manager**: the **64 photo mgr** and the **128 photo mgr**. Use the version that corresponds with the version of GEOS you are using (i.e., use 128 photo mgr if you are using GEOS 128).

The photo manager manages graphic images stored in multiple **Photo Albums** on the disk. Each Photo Album may contain up to 127 pages of graphic images collected from your geoPaint documents. For example, one Photo Album may contain charts and graphs for a business proposal; another album may contain illustrations for your upcoming novel.

The Photo Manager enables you to select graphics from any of the photo albums and insert them in other GEOS applications, such as geoWrite.

Photo Scraps and Photo Albums

There is a distinct relationship between the "photo files." Whenever you cut or copy a picture (graphic image), it is placed into a Photo Scrap file, which is a temporary storage file. Photo Albums are a means of saving the image you placed in the Photo Scrap and turning it into a permanent file (i.e., a Photo Album). The Photo Manager allows you to move images to and from a Photo Album. A Photo Album may contain many separate pages.

Remember that the Photo Scrap is a temporary file; each time you copy an image into it, that image replaces the current contents of the Photo Scrap.

The Photo Album Screen

Once inside the photo album, use the two items in the command menu, **file** and **edit** (located at the top of the album screen), to work with your images. To exit quickly to the previous application, click on the **close** box at the top right of the album screen.

At the lower left corner of the album screen is the **Window Indicator**, which consists of two black rectangles: the large rectangle represents the entire size of the image; the smaller rectangle represents the Photo Album screen. To view another part of an image that is too large to fit in the window, click where you would like its top left corner to lie.

Creating a Photo Album or Opening an Existing One

1: Select **photo manager** from the **geos** menu.

2: When the dialog box appears, select **Create new photo album, Open existing photo album, or Quit.**

3: To create a new album, enter a name and press RETURN. To open an existing album, highlight its name in the list by clicking on it once (to select it), then click **Open.** If there are more than five names on the list, click on the scroll arrows at the bottom of the dialog box until you find the album you want.

NOTE: The album name dialog box will display only the first 15 album names on the disk. If you have more than 15 albums, and wish to display a different set of names, you will need to move, delete, or rearrange the file icons on the deskTop.

Placing an Image into a Photo Album

In geoPaint, to move or copy the image into the photo scrap:

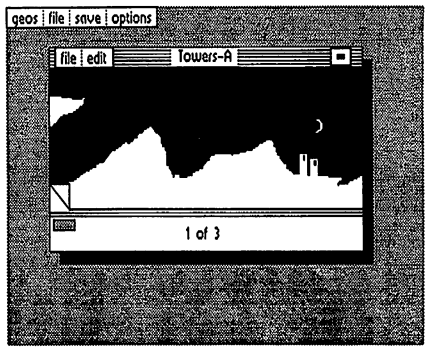
1: Select the **Edit Box** icon and define the region you want to cut or copy into a Photo Album.

2: Select **cut** (to move) or **copy** from the **edit** menu.

3: Select **photo manager** from the **geos** menu. (You need not be in the document in which you originally created the Photo Scrap.)

4: Select an option: **Create new photo album, Open existing photo album,** or **Quit.**

5: Enter a name for a new photo album and press RETURN, or select an existing album and click **Open.**



6: When the album appears, note that it has its own command menu: **file** and **edit**. Select **edit**, then select **paste**. The image that you placed in the Photo Scrap will be copied into the album.

NOTE: You can use the above commands to move or copy images in the existing photo album to another photo album. For example, create a photo album, insert an image into it, cut or copy it, then select close to exit that Album. Next, create or open another album, and insert the cut or copied image of the first photo album into it.

Remember that only a *copy* of the Photo Scrap has been pasted into the album. If you wish, you may use the same Scrap in another album.

Exiting a Photo Album

Select **close** from the **file** menu if you wish to open another album or create a new one. Select **quit** to return to the previous application, or to the deskTop.

Icons within the Graphics Grabber

When a graphic is selected, it will appear on the screen with four icons on the left side. These icons do many of the same things as the selections in the menu bar, only faster.

- The top icon looks like **a file dialog box.** Clicking on this icon displays the original list of graphics, with the graphic most recently loaded still selected. You can scroll around and select another graphic from the same disk.

- The next icon is the **Photo Scrap** icon. It works the same as the **in a scrap** option in the **save** menu—it saves the currently displayed graphic into a Photo Scrap.

- The third icon is the **Photo Album** icon. It works the same as the **in an album** option in the **save** menu—it saves the currently displayed graphic into a Photo Album. The first time you select this option (and if there is a Photo Album on the disk), the program will ask you for the name of the Photo Album. When the icon is clicked again, the displayed graphic will be saved to that Photo Album. Use **change albums** under the **options** menu to select a different Photo Album.

- The bottom icon is used for scrolling. It is a combination **First/Prev/Next/Last** icon. For Newsroom graphics, clicking on one of these functions displays a different graphic in the current file. Clicking on **First** or **Last** displays the first or last graphic in the file; clicking on **Prev** or **Next** displays the previous or next graphic in the file.

  If the graphic currently displayed is a Print Shop or PrintMaster graphic, the icon works differently. Clicking on **First** or **Last** will display the first or last graphic on the disk from which the last graphic was displayed. Clicking on **Prev** or **Next** displays the previous or next graphic on the disk.

Description of Menu Items

File Menu

- **PrintMaster** Select this item to load graphics from a PrintMaster disk, an Art Gallery disk, or a disk containing a user graphic made with PrintMaster. You will be asked to insert the disk containing the graphic into the disk drive and then to select the graphic to grab.

- **Print Shop** Select this item to load graphics from a Print Shop disk, a Graphics Library disk, or from a disk containing a user graphic made with Print Shop. You will be asked to insert the disk containing the graphic into the disk drive and then to select the graphic to grab.

- **Newsroom** Select this item to load a graphic from a Newsroom disk or a Clip Art disk. You will be asked to insert the disk containing the graphic into the disk drive and then to choose the graphic to grab.

- **Quit** Select this item to exit the program and return to the deskTop.

Save Menu

- **In a scrap** Select this item to save a graphic that has been loaded and displayed on the screen into a Photo Scrap. The Photo Scrap created can then be "pasted" into geoPaint, geoWrite, geoPublish, or any other GEOS application that supports the Photo Scrap.

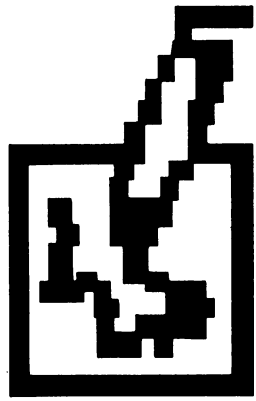
- **In an album** Select this item to save a graphic that has been loaded and displayed into a Photo Album. The first time you do this, the program asks you for a Photo Album in which to save the graphic. If there are no Photo Albums on the program disk, you must cancel this operation and select **create album** from the **options** menu to create a Photo Album to copy the graphic into. After you have chosen an album, the album's name is displayed in the upper right corner and all future saves to an album will be saved into this album. To change albums, select **change album** from the **options** menu.

Options Menu

- **Choose** or **Change Album** Select this option to initially choose a Photo Album or to change from working on one Photo Album to another.

- **Create Album** Select this option if you want to create a new Photo Album on the program disk. This is equivalent to going into the Photo Manager desk accessory and choosing **create album**. The program will ask you for a name to give the newly created Photo Album. All future saves will be to this album until you change Photo Albums.

Chapter 3: The Icon Editor



The Icon Editor is a GEOS application program that allows Commodore 64 and 128 GEOS users to convert non-GEOS files to the special GEOS file format, to customize the icons of the newly converted files, and to save the new icons on to the disk. The Icon Editor can also be used to customize the icons of existing GEOS files, such as geoWrite documents. A new feature of the Icon Editor enables you to design an icon using geoPaint.

During the conversion process, the area on the disk where the file is described is modified, so that icons and other information needed by GEOS can be added.

This chapter explains:

- Running the Icon Editor.
- Things to consider before converting a file to GEOS format.
- Editing a new icon.
- Special drawing functions.

Error messages are explained in Appendix D: Icon Editor Error Messages, page A-6. A short description of the differences between GEOS and non-GEOS files is given in Appendix A: Comparison of Standard and GEOS Formats, page A-2.

Using the Icon Editor

Work Disks

The Icon Editor is designed to be flexible—it does not have to be copied onto the disk that contains the file icon you want to change. A good idea is to put the Icon Editor on a work disk that contains other GEOS Utilities and Desk Accessories. It is generally not a good idea to keep the Icon Editor on your GEOS Boot Disk. Boot Disks are usually full, and placing the Icon Editor on your boot disk can limit its performance.

Opening the Icon Editor

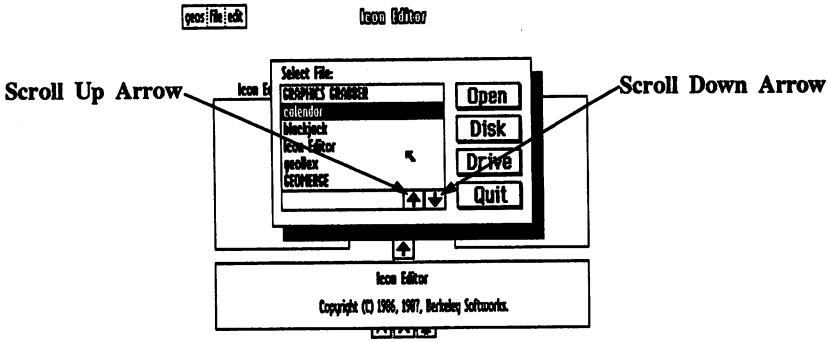
There are two ways to enter the Icon Editor from the deskTop:

- Click once on the Icon Editor icon so that it is highlighted, then select **open** from the **file** menu.
- Double-click on the Icon Editor icon.

Selecting a File

The Icon Editor file will appear on the screen. A dialog box will appear, containing a list of names of the files on the disk. If the name of the desired file is displayed, select it and click on the **Open** button.

NOTE: If you are using a single disk drive system and the desired file is not on that disk, click on the **Disk** icon once. A dialog box will request that you remove the current disk, and insert the disk containing the desired file into the disk drive. If you are using a two disk drive system, and the desired file is on a disk in the other disk drive, simply click on the **Drive** icon to switch disk drives.



Selecting the File or Icon

The dialog box will list the names of the first six files on the disk. If the name of the desired file is not visible, place the cursor on the **Down** arrow icon and hold the joystick/mouse button down until the desired file name is visible. You may scroll upward in the list of file names by using the **Up** arrow icon. When the name of the desired file is visible in the window, move the cursor to the name and click once to select it, then click on the **Open** button.

Modifying Write-Protected Files

If the file you have selected is write-protected, a dialog box appears telling you so and asking "Ignore write protection?" If you select **NO** the Select File dialog box will reappear, and you can choose another file. If you select **YES** the Icon Editor will allow you to change the file's icon, even though the file is write-protected.

GEOS and non-GEOS Files

If the file you have selected is one of the following:

- a file on a GEOS boot or GEOS application (geoCalc, etc.) disk,
- a file created by a GEOS application, such as geoPaint,
- a "non-GEOS" file that has been previously converted to GEOS format, or
- a copy of one of the files listed above,

it is considered a GEOS file. Go to "Editing an Icon," page 3-7.

If the file is not in one of the categories listed, it is considered a non-GEOS file. Non-GEOS files are created using standard Commodore file commands and may be a basic program, an assembly language program, a data file, or a special "user" file. Before you can change the icon of a non-GEOS file, you need to convert the file to the GEOS format. The procedure for doing so is described in the next section, "Things to Consider Before Converting a File to GEOS Format."

Things to Consider Before Converting a File to GEOS Format

If you want to add an icon to a non-GEOS file, the Icon Editor must first convert the file to GEOS format. There are several things to consider before converting a file to GEOS format:

- The conversion process will not alter the information in the file or the way in which it is stored on the disk, so the file will work as it was originally designed after conversion.
- "Relative" (REL) type data files cannot be converted to GEOS format.
- The conversion process allocates one block on the disk. The file's new icon and other information associated with the file is stored on this block. This information is only visible if you use the GEOS deskTop **info** command.
- The standard Commodore directory command does not reveal any clues that the file has been converted. When a file has been converted, you will only be able to tell by viewing the disk contents from the GEOS deskTop.
- Once a file has been converted DO NOT USE the Commodore "validate" command on that disk. (It will ruin the disk.) Instead, use the GEOS deskTop "validate" command. To use this command, go to the deskTop and select **validate** from the **disk** menu.
- Do not use the Commodore copy command to copy a converted file. The standard copy command will not recognize the new GEOS format, and the file cannot be copied correctly. You need to use the GEOS deskTop **copy** command, which is found under the **file** menu.
- The icon edit process is reversible. Simply use the **remove icon** command in the Icon Editor **file** menu to restore a file's original header block.

NOTE: If you inadvertently use the Commodore validate command, you may still be able to recover the disk by using the GEOS **validate** command from the **disk** menu.

Selecting the File

If you select a non-GEOS file in the Icon Editor Select File dialog box, a second dialog box appears confirming the non-GEOS origin of that file and asks you if you want to convert the file. If you select **NO**, the file is not modified and the Select File dialog box reappears.

If you select **YES**, a dialog box asks you what type of file it is: **Basic**, **Asm** (assembly), or **Data**. You must choose one. This selection does not affect your usage of the file in non-GEOS applications, but it is checked when you open the file from the GEOS deskTop. (GEOS must know the file type so that it can run it properly.)

If you are converting a Basic file:

1: A dialog box will ask you to enter a permanent name. To use the currently displayed name, simply press RETURN . To change the current name, backspace over it, type in a new name, and press RETURN .

IMPORTANT: The name you enter will only be visible if you select the GEOS deskTop **info** command from the **file** menu. It cannot be changed later if you try to use the **rename** command. Note that the permanent name for a file is listed under Class in the **info** box on the deskTop. A Class consists of a group of files related by a common function or use.

2: The next dialog box will ask you to enter an author name for the file. Type in the name and press RETURN .

If you are converting an Assembly file:

1: A dialog box will ask you for a five-digit initialization address for the program. Type in the address and press RETURN .

NOTE: This is the address in memory where execution begins when the program is run from the GEOS deskTop.

2: The next dialog box will ask you to enter a permanent name. To use the currently displayed name, simply press RETURN and go to the next step. To change the current name, backspace over it, type in a new name, and press RETURN .

IMPORTANT: The name you enter will only be visible if you select the GEOS deskTop **info** command from the **file** menu. It cannot be changed later if you try to use the **rename** command. Note that the

permanent name for a file is listed under Class in the **info** box on the deskTop. A Class consists of a group of files related by a common function or use.

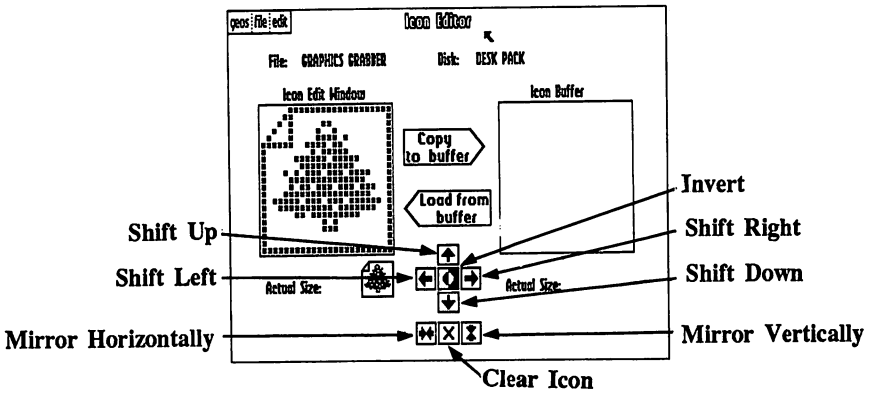
3: The third dialog box will ask you to enter an author name for the file. Type in the name and press RETURN .

If you are converting a data file:
A dialog box will ask you to enter a permanent name. To use the currently displayed name, simply press RETURN . To change the current name, backspace over it, type in the new name, and press RETURN .

IMPORTANT: The name you enter will only be visible if you select the GEOS deskTop **info** command from the **file** menu. It cannot be changed later if you try to use the **rename** command. Note that the permanent name for a file is listed under Class in the **info** box on the deskTop. A Class consists of a group of files related by a common function or use.

Editing an Icon

After you have selected a file (and it has been converted to GEOS format if necessary), its icon is displayed on the screen. (The icon created for this file is blank if the file has just been converted.) You may now proceed to edit or customize the icon.



Icon Editor Screen

The name of the current file and the name of the disk are displayed at the top of the Icon Editor screen. In the center of the screen are two large windows, positioned side by side. The left window is called the **Icon Edit Window.** It displays the icon in an enlarged format, similar to the pixel edit mode in geoPaint. The right window is called the **Icon Buffer.**

An actual sized version of the icon is displayed directly below the Icon Edit Window, next to "Actual Size."

The Icon Edit Window displays a bitmap of the current icon. For our purposes, a bitmap is a drawing composed of small, equal sized squares called "pixels." The icon is "drawn" in a rectangle which is 24 pixels wide and 21 pixels high.

Changing an Icon

When you move the cursor into the Icon Edit Window, the pointer changes shape and color. It becomes a small yellow square. You may also notice that it does not move smoothly; rather it skips from pixel to pixel. If you are using a joystick, you will also notice that it moves at a constant speed.

When you click the pointer, the square changes color (and function).

When the square is:	*you can:*
yellow	move around the screen without affecting the other pixels.
red	erase pixels (i.e., you are in Erase Mode).
black	add pixels (i.e., you are in Draw Mode).

IMPORTANT: If you are using 80-column mode, the colors are not visible.

Special Drawing Functions

There are eight drawing icons located in the center of the screen (below the windows). Each alters the file icon in the Icon Edit Window in a special way. To use one of these drawing icons, click on it once. The Icon Edit Window is updated accordingly. These icons are:

- **Shift Up** Click once on this drawing icon to shift the file icon upward one pixel in the Icon Edit Window. The line of pixels that disappears from the top of the Icon Edit Window reappears or "wraps" to the bottom line of the Icon Edit Window.

- **Shift Down** Click once on this drawing icon to shift the file icon downward one pixel in the Icon Edit Window. The line of pixels that disappears from the bottom of the Icon Edit Window "wraps" to the top line of the Icon Edit Window.

- **Shift Left** Click once on this drawing icon to shift the file icon one pixel to the left in the Icon Edit Window. The column of pixels that disappears from the left hand side of the Icon Edit Window "wraps" to the right hand side of the Icon Edit Window.

- **Shift Right** Click once on this drawing icon to shift the file icon one pixel to the right in the Icon Edit Window. The column of pixels that disappears from the right hand side of the Icon Edit Window "wraps" to the left hand side of the Icon Edit Window.

- **Invert** Click once on this drawing icon to invert each pixel in the file icon—creating a "negative" of the icon.

- **Mirror Horizontally** Click once on this drawing icon to flip the icon along the horizontal axis.

- **Mirror Vertically** Click once on this drawing icon to flip the icon along the vertical axis.

- **Clear Icon** Click once on this drawing icon to clear the file icon.

Undoing Changes

If you ever want to recall the original icon that appeared when you first selected the file, select **recover icon** from the **file** menu. The Icon Editor will display the file's original icon.

Deleting an Icon

To delete an icon, select **remove icon** from the **file** menu. If the file was previously a non-GEOS file (but now converted to the GEOS format), **remove icon** will reverse the icon change process. Note, however, that this command does not apply to files of GEOS origin.

Using the Icon Buffer to Copy Icons from Other Files

The Icon Buffer window can be used to copy an icon from one file to another or several other files. To do this, select the file that has the icon you want to use. When the icon is shown in the Icon Edit Window, click once on the **Copy to Buffer** arrow. The file icon is copied into the buffer and is visible on the right hand side of the screen.

Selecting **save icon** from the **file** menu leaves the image in the Icon Buffer, but saves the original icon back to its file. When the dialog box appears, select the destination file. The destination file's icon appears in the Icon Edit Window (the icon from the first file still appears in the Icon Buffer). Click once on the **Load from Buffer** arrow, and the icon in the Icon Buffer will be copied into the Icon Edit Window. To save the new icon to its file, select **save icon** from the **file** menu. This process (select file, load from buffer, save icon) can be repeated several times to copy the icon in the Icon Buffer into several files.

Using the Cut or Copy Commands

You can copy or move icons to another file, such as a geoWrite or geoPaint document. With the desired icon displayed in the Icon Edit Window, select **copy** or **cut** from the **edit** menu. Exit the Icon Editor, open the document you need, select an insertion point, then select **paste graphic** from that document's **edit** menu. Conversely, you can copy or move text or graphics from a geoWrite or geoPaint document into the Icon Editor, using the **paste** command in the Icon Editor's **edit** menu.

Pasting Graphics from geoPaint

The Icon Editor has been enhanced to enable you to paste graphics from a geoPaint document into the Icon Edit Window. Once you have pasted a geoPaint graphic into the Icon Edit Window, you can use the Icon Editor's features to alter the graphic as you wish.

To paste a geoPaint graphic into the Icon Edit Window:

1: In the geoPaint document, select **color off**, then go to the Tool Box and select the **Edit** Box.

2: Use the pointer to define an edit region around the graphic you wish to paste into the Icon Edit Window. (Make sure the graphic appears at the upper left corner of the drawing area.)

3: Go to the command menu and select **copy** or **cut** from the **edit** menu.

4: Exit the geoPaint document: select **quit** from the **file** menu.

5: When you return to the deskTop, if the file whose icon you want to edit is on a different disk, copy the Photo Scrap file to that disk.

6: Activate the disk you copied the Photo Scrap onto, then select the Icon Editor.

7: When the Icon Editor's dialog box listing file names appears, click on the name of the file whose icon you wish to alter. Click **Ok** .

8: Go to the **edit** menu and select **paste**. The graphic will appear in the Icon Edit Window.

NOTE: If the graphic is larger than a normal icon, first it will appear in the Actual Size area, below the Icon Edit Window. A dialog box will instruct you to "Move mouse to select portion of photo scrap and press button." As you move the pointer on the screen, the graphic will scroll. When the graphic arrives at the correct position, click the mouse button. Once you click the mouse button, the graphic will appear in the Icon Edit Window.

Using Desk Accessories

The Icon Editor allows you to run GEOS desk accessories while editing a file's icon. Simply select the desk accessory you need from the **geos** menu. If you have used the **Disk** or **Drive** icons to select a file from a disk other than the disk that the Icon Editor runs from, it must have the desk accessory you want to use and enough free space on the disk to allow it to run.

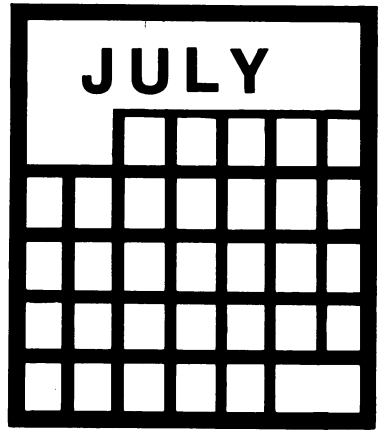
Exiting the Icon Editor

Once you have finished editing the icon and would like to save it onto the disk, select **quit** from the **file** menu. The Icon Editor will exit to the deskTop.

If you would like to edit another file's icon, select **save icon** from the **file** menu. The icon you are working with will be saved and a dialog box will ask you to select another file.

NOTE: There is no way to exit the Icon Editor without saving the current icon. If you want to get the original icon back before you quit, select **recover icon** from the **file** menu.

Chapter 4: The Calendar



The Calendar desk accessory provides an easily accessible deskTop Calendar for any month in any year. It also doubles as a handy datebook, allowing you to write notes reminding yourself of important occasions.

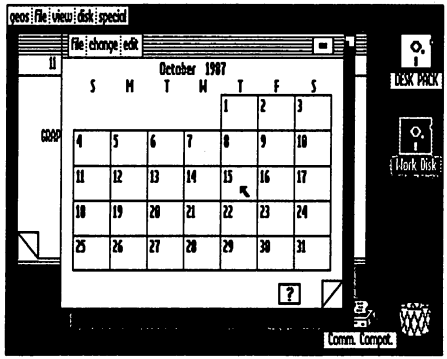
Using the Calendar

Entering the Calendar

You can use one of three methods to open the Calendar Desk Accessory:

- On the deskTop, click once on the Calendar icon so that it is highlighted, then select **open** from the **file** menu.
- On the deskTop, double-click on the Calendar icon.
- Select **calendar** from the **geos** menu.

The Calendar will open to display the month selected in the Preference Manager. It will appear as follows:


geos file view disk special
file change edit
October 1987
S M T W T F S
1 2 3
4 5 6 7 8 9 10
11 12 13 14 15 16 17
18 19 20 21 22 23 24
25 26 27 28 29 30 31
DESK PACK
Work Disk
Comm. Compat.

The Calendar

Changing the Month and Year Displayed

Since the Commodore 64/128 does not support a real-time clock, it is not possible to have it automatically display the current month and year. You can, however, set the month by using the preference manager (see "Preference Manager," page 6-12 of the *GEOS User's Manual*). Once the Calendar has been drawn, there are several ways to change the month and year displayed.

To change to the next or previous month:
Simply click on the turned up edge (dog-ear) of the Calendar in the lower right hand corner. To turn the Calendar back one month, click on the pad just below the dog-ear.

To change to any month:
Select **month** from the **change** menu. You may then select any one of the twelve months from the menu.

To change the year:
1: Select **year** from the **change** menu. A "Year:" prompt will appear at the bottom of the screen.

2: Enter any year consisting of four digits. If you wish to restrict your appointment to the 20th Century, you may type the last two digits (e.g., typing "87" means "1987.") Press RETURN .

To change to the month set in the Preference Manager:
Select **to present** from the **change** menu.

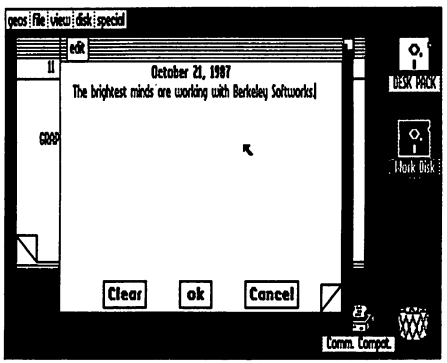
Saving a Copy of the Month Displayed

You can copy the month displayed into another GEOS application. Select **copy** from the **edit** menu. This will create a Photo Scrap of the current month, which you can then copy into another file by using the **paste** command in that file's **edit** menu.

Making Notes

To use the datebook or notekeeping features of the Calendar, move the cursor up to the date for which you wish to leave a note, and click on that square. The Calendar field clears, revealing a notepad on which you can type your reminder. Each reminder may contain up to 400 characters. You can use the mouse to position the cursor anywhere within your text. Use the INST/DEL key to backspace over text you wish to delete.

The Calendar's notepad appears as follows:



The Calendar's Notepad

Use the following features as needed:

- **Clear** This option clears any text that you have typed into the notepad.

- **ok** This option saves the notes you have written to the datebook data file, and returns you to the Calendar screen. If you clear out previously existing notes, selecting **ok** will also delete the previous notes from the datebook.

- **Cancel** This option exits the notepad and goes back to the Calendar without affecting the current datebook entry. Any changes you make will be ignored and the original contents of the page will be restored.

- The **turned up edge** ("dog-ear") at the right will save the notes you have entered into the notepad (like the **ok** icon). If you had entered a note for the next or previous date in that month, clicking on the dog-ear will take you directly to that date's note. If there is no note for the next or previous date, clicking on the dog-ear will return you to the current month.

- The **edit** menu at the top of the notepad enables you to insert and save text scraps. When you select either **cut** or **copy** from this menu, you are given the option of saving the notepad text alone, or with the current date inserted before your reminder.

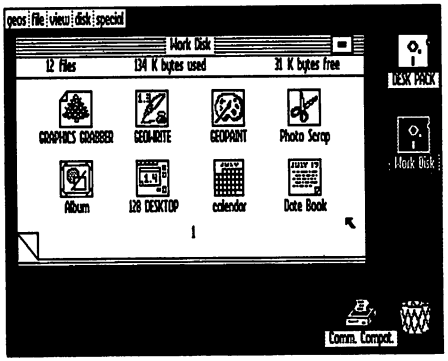
- **?** The **List Icon** appears next to the Calendar's dog-ear. When selected, you will see a list of dates for which there are notes in the datebook. Up to 20 dates are listed on one page. If there are more than 20 entries in the datebook, use the "dog-ear" to move to the next or previous list of dates. The first and last pages of dates wrap around to each other. A simple click on any of the listed dates displays the notepad entry for that date, with the options described here.

Exiting the Calendar

Like most desk accessories, you may leave the Calendar by selecting **quit** from the **file** menu, or by clicking the **Close** box in the upper right corner. You will be returned to the deskTop.

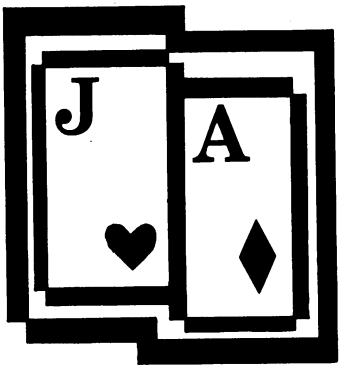
The Date Book File

Once back in the deskTop, notice that an additional file called Date Book has been created by the Calendar. You won't be able to do anything with it (i.e., you cannot open it from the deskTop), but don't throw it away. This is a data file full of the datebook entries you have made and is used by the Calendar Desk Accessory.



The Date Book Icon

Chapter 5: Blackjack



The Blackjack desk accessory is a one-person simulation of the popular card game. You play against the dealer (the computer). You start out with $1,000 in your account, and can play as long as you like, provided that you still have some money. The program uses a single 52-card deck, so counting cards is possible.

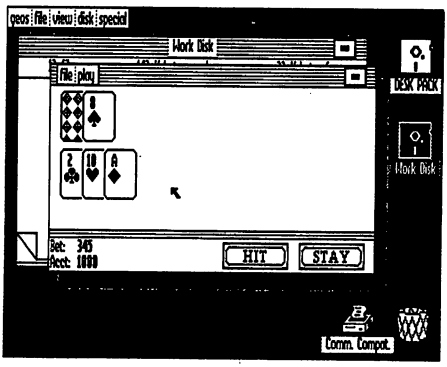
Playing Blackjack

Entering the Game

You can open the Blackjack Desk Accessory by using one of three methods:

- On the deskTop, click once on the Blackjack icon so that it is highlighted, then select **open** from the **file** menu.
- On the deskTop, double-click on the Blackjack icon.
- Select **blackjack** from the **geos** menu.

The first screen you see will be blank with two selections in the menu bar, and the standard **Close** box in the upper right hand corner. The large area in the middle is the playing field where the cards are displayed. The smaller blank area at the bottom is the command and status window.



The Blackjack Game

There are some sound effects in this game, so you may want to turn the volume either up or down to suit your preference. To begin, select **start** from the **play** menu. Once you start the game, the deck will be internally shuffled twice to ensure a random sequence of cards. Hands are played until the deck runs out of cards. The deck is then reshuffled automatically.

Specifying Your Bet

At the beginning of the hand, you must specify your bet. The bet is initially set at $10. If you do not alter it, the current bet and the amount of money in your account are displayed in the lower left hand corner of the command and status window. The text area shows **Bet:**, which indicates the dealer is waiting for you to specify your bet. If you want to keep the same bet, simply move the cursor to the **SAME** button and click on it.

If you want to change the amount of the current bet, select **ALTER.** You may enter the new amount by using either the keyboard or the number icons that appear on the screen. When altering the bet, you are prompted to enter the new amount. You may specify any number up to the amount of money currently in your account. You may change the bet by using the INST/DEL key to backspace over what you have typed. When satisfied with the amount, press RETURN or click on the arrow icon which appears to the right of the numbers. If the bet is illegal, the computer will ask you for a new amount.

There is also a third option in betting. After winning a hand, it is possible to let your winnings "ride," i.e., to add your winnings to the current bet, select **RIDE** when it appears.

Dealing Your Hand

When the bet is set, the hands are dealt in the playing field. The dealer's hand appears on top and yours is on the bottom. To get another card, select **HIT.** When you are satisfied with the total, select **STAY.**

Once you stay, the dealer completes its own hand, dealing cards according to the normal specific rules (i.e., hit on soft 17s and anything equal to or below 16). When the dealer is finished, the winner is declared, and the results appear in the text area of the status bar. A **DEAL** button then appears in the lower right hand corner. Select this option when you wish to go on to the next hand.

A normal hand consists of hitting and/or staying. There are some special cases, however, in which the computer will ask you to respond to a question after the hands are dealt.

- **Splitting the Hand** If you are dealt two equal cards, you will be asked if you want to split the hand. If you do, your hand is split and two more cards are dealt. Your current bet will be applied to both hands. Play each hand individually, upper hand first. When satisfied with the upper hand, select **STAY**; the **HIT** and **STAY** buttons will appear for the second (lower) hand.

- **Double Down** If your initial hand totals either 10 or 11, you will be asked if you want to "double down." If you do, your bet will be doubled (up to the amount in your account) and *one* card will be dealt to you. The dealer then automatically starts to handle its own hand.

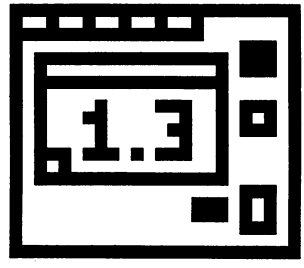
- **Insurance** If the dealer's initial "up" card is an ace, you will be asked if you want insurance against blackjack. Insurance costs half of your current bet. It pays 2:1 odds, so if the dealer does have blackjack, although you lose your bet, you win the insurance, and nothing happens to your account. If the dealer doesn't have blackjack, the insurance money is automatically deducted from your account and play continues normally.

Playing Again or Exiting

As in a real casino, when you run out of money you are not allowed to play any more. On the other hand, if the dealer runs out of money, you will be congratulated for breaking the bank. If you wish to play again, you may start over by selecting **start** from the **play** menu.

You may exit blackjack by selecting **quit** from the **file** menu or by clicking on the **Close** box when it is active. Enjoy!

Chapter 6: New deskTop and Drivers



For users of the Commodore 64, DeskPack *Plus* features an improved deskTop and newly added GEOS supported printer and input drivers. These features are already available to Commodore 128 users.

New GEOS deskTop

The new GEOS deskTop file—already familiar to owners of the Commodore 128—is located on the back side of the DeskPack *Plus* disk. It contains added features which improve the performance of GEOS.

Current Printer Driver Name Displayed

The new deskTop displays the name of the currently selected printer driver in a box below the printer icon at the bottom of the disk note pad.

Keyboard Shortcuts

If you should boot your GEOS disk and do not have the input device that is set as the default device on that disk, you can use the following keyboard shortcuts to select a new input device, move the cursor around the screen, and open and close your disk:

To open or close the disk:
Press C= O to open the disk. To close the disk, press C= C.

To change the input driver:

1: Press C= I. The Select Input Driver dialog box will appear on the screen.

2: Use the keyboard cursor keys located under the RETURN key to move the pointer to the dialog box.

NOTE: If necessary, refer to "Cursor Keys," page 5-13, of your *GEOS User's Manual.*

3: Position the pointer over the name of the desired input driver and press RETURN.

4: Use the keyboard cursor keys to move the pointer to **OK**. Press RETURN. The input driver will be selected, and you will be able to use your mouse/joystick to move the pointer around the screen.

NOTE: To change the default setting of the input driver so that your mouse/joystick is selected automatically every time you boot up, refer to "Setting Your Printer Driver as the Default Printer Driver," page 2-28, of your *GEOS User's Manual.*

Installing the New deskTop

You should use the latest version of deskTop with your GEOS applications. To determine which deskTop version is the latest, click on the deskTop icon once so that it is highlighted, then select **info** from the **disk** menu. The most recent date will be the latest version. Copy the file of the latest version onto your work disks.

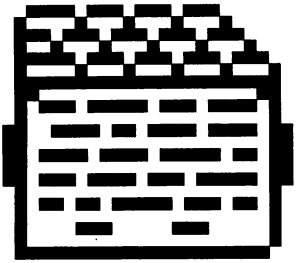
New Input and Printer Drivers

Several new input and printer drivers are now supported by GEOS. A list of them is located in a **Read Me** file found on the back side of the DeskPack *Plus* disk. Copy this file onto a work disk that contains any version of geoWrite and open it. Scroll through the list to find detailed information about your printer and its interface setup.

The input driver and printer driver files are also located on the back side of the DeskPack *Plus* disk. You can copy one (or several) of these files onto your work disks in order to print your documents, and to use the new input devices.

NOTE: The new printer drivers are faster than the old drivers, and contain additional features that will improve your printing performance. You should, therefore, replace any old printer driver files that you may be using with copies of the new ones.

Chapter 7: geoDex



The GEOS desk accessory, **geoDex**, is a small filing system suitable for keeping names, addresses and other miscellaneous information together and available for instant recall. With it, you can sort mailing lists, and print phone lists and address labels quickly and easily. You can also use geoMerge to merge a geoDex file with a geoWrite merge form document.

In this chapter you will learn about:

- Creating and editing geoDex records.
- Searching for geoDex records.
- Changing geoDex records.
- Managing groups of records.

Error messages are explained in Appendix B: geoDex Error Messages, page A-3.

Work Disks

You can only have one geoDex file per work disk. If you plan to use geoDex with geoMerge, copy the geoDex application and data file, geoMerge, and geoWrite onto the same work disk.

Entering geoDex

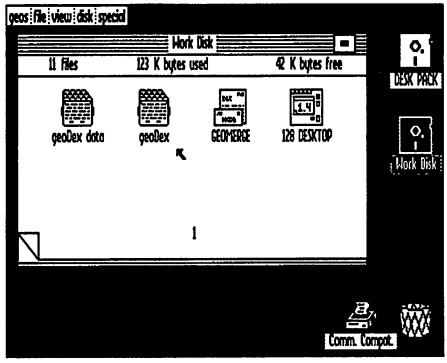
There are three ways you can enter geoDex:

- On the deskTop, click once on the geoDex icon so that it is highlighted, then select **open** from the **file** menu.
- On the deskTop, double-click on the geoDex icon.
- Go to the **geos** menu and click on **geoDex.**

NOTE: You must have the geoDex desk accessory file on the work disk that contains the GEOS application that you are using (see "Copying a File to Another Disk," page 3-4, in the *GEOS User's Manual*).

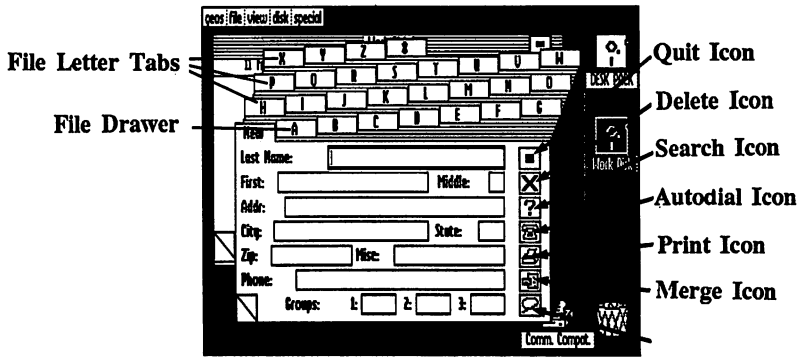
Note that you cannot name geoDex files. You can have only one geoDex file per work disk.

Your disk deskTop, with the geoDex and geoMerge files appears as follows:



The geoDex Screen

Once you have opened geoDex desk accessory, you will see the following display:



geoDex Record

This is where you will create your geoDex records, which are like index cards of related information. Each record can contain up to 12 separate **fields** such as name, address, and phone. (For our purposes a field can be defined as an area, or place, where you can input data.) Notice on the screen above that the text cursor is in the field box called **Last Name**, and that the box outline appears darker than the others. This indicates that geoDex is ready for you to enter information into the last name field.

If you move the pointer to another of the field boxes (such as **First**), and click, *that* box's outline will appear darker than the rest, and the text cursor will be in it. This is called "selecting a field." (See "Moving Between Fields in a Record," page 7-5, to learn other ways to move around a geoDex record.)

You can put any characters you wish into a field (except RETURN). The following list shows you the maximum number of characters that can be in each field:

Last Name	— 17 characters
First	— 14 characters
Middle	— 1 character
Address	— 30 characters
City	— 19 characters

State	— 2 characters
Zip	— 10 characters
Misc	— 20 characters
Phone	— 19 characters
Groups (3)	— 3 characters (for each group)

If you type more than the maximum number of characters into one of the above fields, geoDex will ignore those characters that are over the maximum.

NOTE: If you are using a Commodore 64, you will find that in some cases not all of the characters that you type will fit into the box, even though the maximum *number* of characters has not been reached. In this case, the characters that do not fit will not be displayed, but they are still saved in the record. They can therefore be printed out, or used in a merge data file.

Creating and Editing Records

Creating a New Record

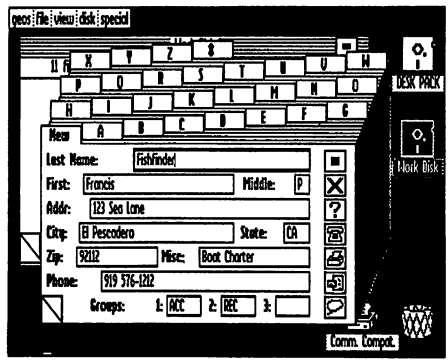
To create a new record, click on the tab marked New in the geoDex file drawer. This will open a new record with empty field boxes.

Moving Between Fields in a Record

Besides positioning the pointer over a field and clicking to select it, you can use the RETURN key to select the next field in the record. (See the field list above for the order in which fields will be selected using this method.) Also, you can use the keyboard cursor keys to move around the fields in a record, and to the next or previous record. For instructions on how to use the keyboard cursor keys, see "Cursor Keys," page 7-13.

Entering Data into a Field

Once you have selected the field that you want to fill, simply begin typing to enter text into it. Below is a sample geoDex record:



Telephone Number Field

You can intersperse almost any characters in the phone number field. With the exception of an X (e.g., before an extension number), they will be ignored by the Autodialer. If you plan to use the Autodial feature, note the following:

- If you enter an X before the extension number, the Autodial feature will not dial the extension number.

- If you do not enter an X before the extension number, the Autodial feature will go ahead and dial the extension number for you.

Saving a Record

Any movement, such as clicking on another file letter tab, choosing one of the function icons, or clicking on the page-turn icon, will save the current record. geoDex automatically saves the record alphabetically by last name. For example, the record shown above (with the last name of Fishfinder) will be saved under the 'F' tab.

Deleting a Record

To delete the current record, click on the **Delete** icon. This will delete only the record that is displayed.

IMPORTANT: There is no way to recover a record once you have deleted it.

Making a Text Scrap

To copy the current record into a geoWrite, geoPaint, or geoPublish document, press C= [C]. geoDex will create a text scrap with the name and address of the record displayed. From there you can exit the current geoDex file, enter a geoWrite, geoPaint, or geoPublish document, and paste the scrap where desired. The scrap will appear as follows:

Francis P. Fishfinder
123 Sea Lane
El Pescadero, CA 92112

Moving Between Records

Records in geoDex are stored alphabetically at all times. Use the methods described below to "call-up" the records you want to use.

Using the Page Turn Icon

The easiest way to move between records in geoDex is to use the **page turn** icon (the "dog-ear" at the lower left hand corner of the geoDex record page). Click on the upper (bent over) right hand corner of the icon to view the next record in geoDex. (All changes to the current record will be saved to the disk before the next record is displayed.) To display the *previous* record, click on the lower left hand corner of the page turn icon.

If you are typing in a new record, clicking on the upper corner of the page turn icon will display the first record in geoDex, namely the one closest to the beginning of the alphabet. If the current record is the last record in geoDex, then the program will "wrap" to the first record, i.e., the first one listed alphabetically.

Using the Cursor Keys

Pressing the **down** cursor key will also display the next record. To display the *previous* record, press the **up** cursor key. (See "Cursor Keys," page 7-13.)

Clicking on a Letter Tab

In the geoDex **file drawer** are a set of tabs, each with a letter of the alphabet on it. These are called **letter tabs**. In order to see the records whose last names begin with a particular letter, simply click on that letter. If there are no records under that tab, you cannot select it. (The first record displayed will be the first record, alphabetically, in that letter tab file.) The asterisk, *, tab contains all the records whose last names do not begin with a letter (10 Downing, for example). The tab marked New is used to create new records (see "Creating a New Record," page 7-5).

NOTE: The tabs do not stay in the same place as you move between different records. The first tab matches the last name of the current record. Succeeding tabs are listed in alphabetical order and "wrap" back to the start of the alphabet. For example, if the current record is for Francis Fishfinder, the tabs follow like this: G, H, I,...X, Y, Z, *, New, A, B, C, D, E.

Searching for a Record

geoDex will search for a particular record (or group of records) if you know all or part of the last name of the record(s). To perform a search, click on the **Search** icon. A dialog box will appear asking you to type in the last name you want geoDex to find. After typing in the name, press RETURN. geoDex will try to find the first person with a last name that matches the one you typed in. geoDex searches in alphabetical order, so that the first match will always be the one that comes first in the alphabet. If a match is found, geoDex will display that record. To see other records with the *same* last name, use the page turn icon or cursor keys.

If no match is found, a dialog box will appear telling you that there is no record with that last name in your geoDex.

NOTE: geoDex makes no case distinctions when searching. For example, given jaMes, geoDex will match a record with a last name of James.

Special Search Characters, ? and *

If you insert a question mark (?) into the search name, it will act as a "wild card" character. In other words, geoDex will allow any character in a last name to match this character. For example, if you type in **R?th**, geoDex will look for Roth, Ruth, Rath, etc., and will display whichever it finds first.

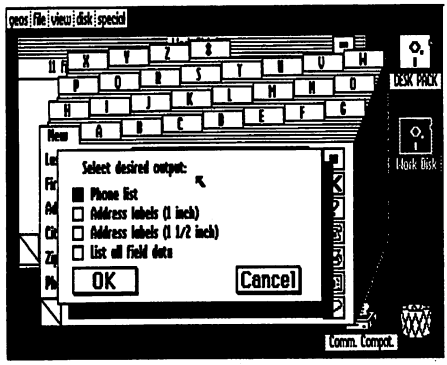
You can type as many **?** as you like into a search name (**J??es** will match James, Jones, or Jykes), but you cannot type **?** in the first position of a name. For example, **?ames** is not allowed.

If you type an asterisk (*) at the end of a list of characters in a search name, geoDex will only search for a match to the characters before the * and disregard any subsequent characters in the name it matches. For example, if you type **Da*** as a search name, geoDex will match Davis, Davenport, or any other name that starts with Da.

NOTE: As with the **?** search character, do not begin a search word with *.

Printing Records

To print your records in one of several formats, click on the **Print** icon. All printing from geoDex is done in draft mode. A dialog box will appear asking you to choose one of four print formats:



Select Desired Output Dialog Box

- **Phone list** Prints a phone list of all the names in geoDex (or selected group). The format is as follows:

  Francis P. Fishfinder.... 919 576-1212
  Mosey Z. Pokealong..... 214 323-1212
  Joseph Smith..... 212 555-1212

- **Address labels (1 inch), (1 1/2 inches)** Prints each record in geoDex (or selected group) on an address label with the spacing either 1 or 1 1/2 inches between labels. The format is as follows:

  Francis P. Fishfinder
  123 Sea Lane
  El Pescadero, CA 92112

  Mosey Z. Pokealong
  42 Sleepy Hollow Ct. #10
  New York, TX 75757

  Joseph Smith
  2343 1st Ave.
  Big Apple, NY 10010-0050

- **List all field data** Makes a quick listing of all of the field data in each record of geoDex (or selected group) for easy reference. The format is as follows:

```
Francis P. Fishfinder      919 576-1212
123 Sea Lane
El Pescadero, CA  92122
boat charter          ACC  REC
- - - - - - - - - - - - - - - - - - - - - - - - - - - - -
Mosey Z. Pokealong         214 323-1212
42 Sleepy Hollow Ct.
New York, TX  75757
fast photo            ph  doc  ACC
- - - - - - - - - - - - - - - - - - - - - - - - - - - - -
Joseph Smith               212 555-1212
2343 1st Ave.
Big Apple, NY  10012-0050
                      doc
- - - - - - - - - - - - - - - - - - - - - - - - - - - - -
```

geoDex Groups

Records can be grouped by typing in some sort of group identifier (up to three characters) into one of the **Group** field boxes near the bottom of the record page. A record can belong to as many as three groups.

Why Group Records?

There may be times that you are only interested in viewing or printing a particular set of records in geoDex. For example, suppose you are the secretary of the local PTA, and you want to send a flyer to all PTA members. All the names of the members are on records in your geoDex, but so are a lot of other names of people who are not members. Or maybe you just want to page through the records of PTA members in order to update their telephone numbers. To group these related records, so that you can recall them all together at a later time, you might type **PTA,** into one of the Group boxes whenever you want to indicate that a particular record is also part of the PTA members group.

Viewing, Printing, or Merging a Group

To view or print the records of a group, click on the **Group** icon. A dialog box will appear, asking you which group you want to work with. If you type in **PTA** and press RETURN , only those records with a group field that matches PTA will be displayed (or printed). The field PTA can be in any of the three group field boxes of a record. Note that you can only search for those records in that particular group. (To show that geoDex is selectively displaying the group PTA, the group field name that is selected will appear in reverse video.)

View All reverts to the operation prior to the group search. **Cancel** reverts to the previous operation, whether or not you were viewing groups.

While a group is being used, paging through the records will display only those records that are in that group. If you click on **Print**, only the records of that group will be printed. If you want to "merge" (see next chapter) the records of a group, clicking on the **Merge** icon will create a merge data file with only those records that are in that group.

NOTE: You can search for (and view, print, or merge) more than one group at a time.

geoDex Autodial Feature

geoDex has autodialing capability which allows you to automatically dial the phone number of the current geoDex record, if you own a Commodore 1670 Modem (1200 baud).

To use the Autodial feature:

1: Make sure that your Commodore modem is plugged into the user port of your Commodore computer. (The user port is located on the back of the computer. It is the slot furthest to the left.) The modem must be connected to your wall jack by a modular connector; your phone should be plugged into the modem.

2: Find the record of the person you want to call in the geoDex file drawer. If necessary, see "Searching for a Record," page 7-8.

3: Pick up your phone's receiver. You should hear a dial tone.

4: Click on the **Telephone** icon (or press C= D). The modum will dial the phone number listed in the current record.

NOTE: If the phone number you wish to dial has an extension number, and if you want the Autodial feature to dial that extension number, make sure that you have not entered an X (or any other special character) before the extension number in the telephone number field. If there is an X entered in that field, the Autodial feature will not dial the extension number.

Keyboard Shortcuts

The following shortcuts can be performed by holding down the Commodore key (located at the lower left side of the keyboard), and pressing the indicated letter.

To use the feature:	*Press Commodore and:*
Autodial Feature	D
Create new record	N
Search for a record	S
Delete the current record	X
Create a merge file	M
Select a group	G
Print records	R
Quit geoDex	Q
Change display style between plain/**bold** face (no equivalent on the screen)	B
Copy the current record into a text scrap (no equivalent on screen)	C
Display first record of a letter's file (equivalent to clicking on a tab)	SHIFT and one of A thru Z

Cursor Keys

To move:	*Press:*
To the next field	→
To the previous field	SHIFT ←
To the next record	↓
To the previous record	SHIFT ↑

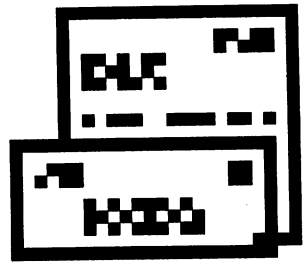
Return Key

You can also use the RETURN Key to move to the next field in a record.

Exiting geoDex

To exit geoDex, click on the **Quit** icon. This will return you to the GEOS application you were using.

Chapter 8: geoMerge



This chapter describes geoMerge, a GEOS based application that lets you produce multiple copies of a document, where each document can have unique names, addresses, or other data that you define. You can either type in the data yourself, or bring it in from another GEOS program such as geoDex, geoFile, or geoWrite.

This chapter contains a tutorial on geoMerge. In addition, you will learn how to:

- Create a merge form document.
- Use **<<IF...>>** and **<<IF...>>...<<ELSE>>** statements in your Merge Forms.
- Create a merge data file with geoWrite.
- Use a merge data file with a merge form document file.
- Use geoDex to produce merge data files.
- Print your geoMerge documents.

How geoMerge Works

Essentially, you will use two geoWrite documents: a **merge form document** and a **merge data file.** (The merge data file can also be a geoDex or geoFile document.) The merge form document contains the text of the document you wish to duplicate; in the places where you wish to have unique information (such as names) you will insert special commands which you will learn about in the following tutorial. The merge data file contains a listing of all the unique information you need, such as names, addresses, or special pieces of text.

Once you have created the merge form document and the merge data file, use geoMerge to feed the unique information you listed in the merge data file into the places in the merge form document where you instructed it to go. geoMerge will create multiple copies of the merge form document, each with individualized data.

geoMerge provides you with the option of using both the merge form document and the merge data file to create your individualized documents, or you can use the merge form document only, and enter the data manually into special dialog boxes that appear when needed. In the following tutorial, you will enter the data manually.

Using geoMerge: a Quick Tutorial

This tutorial is designed to help you quickly learn the basics of the geoMerge application program. Later sections in this chapter will explain and generalize the procedures outlined in the tutorial.

For now, follow the steps in the tutorial exactly; type in all characters as they appear when directed to do so. Soon you will be creating your own customized merge forms.

A. Create a Merge Form Document

To enter and practice with geoMerge, you must first create a merge form document. To do this:

1: Open the geoWrite application from the deskTop by double-clicking on its icon.

2: Create a document called **test memo.**

3: Type the following data into it:

<<firstName>>, meet me at 2PM in the stairwell. Mike.

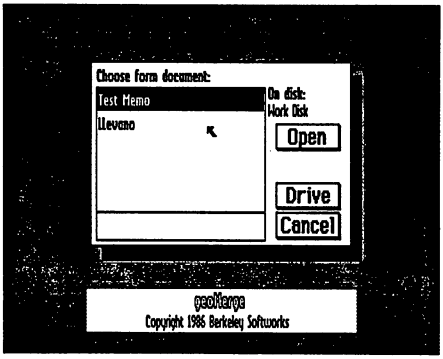
NOTE: The << >> symbols serve to identify **firstName** as a **label** in this merge form document.

After typing in the form above, check it for accuracy. Then:

4: Exit geoWrite by selecting **quit** from the **file** menu.

B. Open geoMerge and Select a Merge Form Document

1: Open geoMerge from the deskTop by double-clicking on its icon. A dialog box will appear asking you to choose a form document.



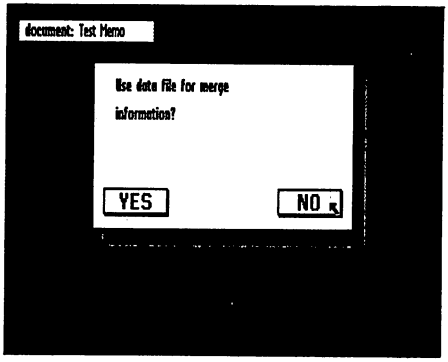
Choose Form Document Dialog Box

2: Click on **test memo.**

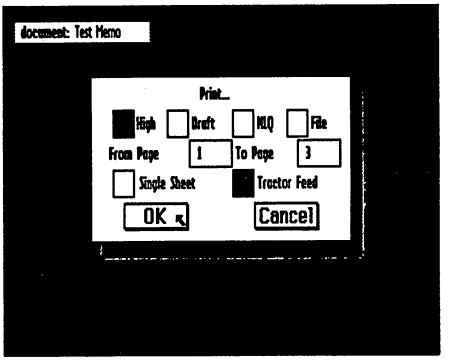
3: Now click on the **OPEN** icon to select this file as your merge form document. (Clicking on the **Cancel** icon returns you to the deskTop.)

C. Type in Merge Data Manually

Once **test memo** has been selected, the program will ask you if the merge data will come from a geoWrite file (i.e., a merge data file).

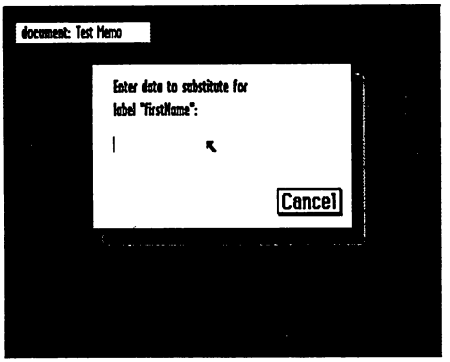


1: Click on the **NO** icon (you will be entering data manually). Another dialog box will appear asking you to choose print options:



2: Click on the **OK** icon. (An explanation of Print Options for use with geoMerge can be found on page 8-20.)

Since you are typing in the merge data manually, the program will now start asking you to supply data each time it encounters a label in the merge form document. In this example, when geoMerge encounters <<firstName>> the following dialog box will appear:



3: Type in the name that will be substituted for the label <<firstName>>. You can type in any name. For this example, type in the name **Nancy**.

4: Press **RETURN** .

D. Print Your Document

Once geoMerge has asked for, and you have typed in all of the proper replacements, your printout will be of the form document **test memo** with all of the substitutions made for the labels, provided that:

- your printer is turned on,
- it is hooked up correctly, and
- you have the correct printer driver selected.

While geoMerge prints, you will see a **Cancel** icon on the screen. Click on this icon if you wish to stop printing for any reason.

If you have gone through all of the above steps correctly your printout should look like this:

```
Nancy, meet me at 2PM in the stairwell. Mike.
```

E. Do Another Merge

When geoMerge has printed the document (or you have canceled the printing process), you will be asked if you wish to do another merge.

If you click on the **YES** icon, the program will again ask you to supply a substitution for the label "firstName". You can then type in a different name and geoMerge will print another document with the new name in place of the <<firstName>> label. Try this with the merge form document that you have created in this tutorial. Type in a different "firstName", press RETURN and see what is now printed out.

When you have made as many stairwell invitations as you wish to make, go on to the next paragraph.

F. Quit

If you click on the **NO** icon, you will return to the initial file dialog box, where you can:

- load and print a different merge form, or
- exit the geoMerge program and return to the deskTop.

NOTE: If you are using a two disk drive system you may click on the **Drive** icon to look at a list of the files that are on the diskette that is in the other disk drive. If the file you want is on a different diskette than the one that is currently in the other disk drive, click on the **Disk** icon. (The **Disk** icon appears after you have clicked

on the **Drive** icon.) Now put the correct diskette into the disk drive when you are asked to do so by the dialog box that appears.

Remember that the geoMerge program will not allow you to exchange diskettes in the disk drive that the geoMerge program was originally started or run from.

Merge Form Documents

This section will explain how you can make **merge form documents** using geoWrite.

If you plan to use geoDex with a merge form document, see also "Using geoMerge with geoDex," page 8-17.

Labels

Any geoWrite document can be used as a merge form document. Wherever you want a word, or group of words to vary from printing to printing, add a label with a suitable name. The format for a label is as follows:

<<labelName>>

The <<...>> symbols indicate to the program that this is a label, and "labelName" represents any name that you choose to be the name for that particular label.

The label name cannot contain more than 20 characters, and there cannot be any formatting, such as font changes, within the label name itself. However, you can set the *whole* label, including the brackets, in boldface (or any other style) if you wish the data to appear bold.

In addition, you may not use spaces within a label name. In other words, you may not use **last name** as a label name. Use **lastname** instead.

Any one label name can be repeated as often as you wish throughout the merge form document; geoMerge will ask you only once to supply the data to be substituted for the label in your printout, and will then use that data each time that the label appears in your merge form document.

<<IF...>>...<<ENDIF>> Statements

In addition to replacing labels with data, you may wish to have words or groups of words included, or not included, depending on some "key text" contained in a label. For example, if you are writing cover letters to prospective employers, you may want to include a specific portion of text if you have previously spoken with them before, and exclude the text if you have not. This can be done with an **<<IF...>>...<<ENDIF>>** statement.

The format for an **IF-ENDIF** statement is as follows:

<<IF labelName = "key text">>text<<ENDIF>>

What this means is, "If the data typed in for labelName is exactly equal to *key text*, then leave *text* in the printout; otherwise leave *text* out of the printout.

NOTE: The quote marks ("...") in the example above are a necessary part of the **<<IF...>>** statement. They indicate that what is contained inside of them is *key text*.

Note also that **IF** and **ENDIF** are *always* capitalized.

IMPORTANT: Let's say that you want geoMerge to search for a key text that has quote marks in it such as:

Joe said "hello" to me.

You will need to type a double set of quote marks both before and after the text that is inside of the quote marks when you type your **<<IF...>>** statement. In the example above you would type:

<<IF greeting = "Joe said, ""hello"" to me.">>"Hi Joe!"<<ENDIF>>

in order to search for data in the label **greeting** which is equal to:

Joe said "hello" to me.

and then to print the statement:

"Hi Joe!"

NOTE: The <<ENDIF>> label tells the program that this is the end of this particular **<<IF...>>** statement. After an <<ENDIF>> label you could start a new **<<IF...>>** statement if you want.

Example:
If you have the following merge form document:

Dear <<interviewer>>:

<<IF talkedAlready = "true">> I enjoyed speaking with you on <<date>>. <<ENDIF>> I look forward to interviewing with your company in the future.

And when asked to supply data, you type in:

Mr. Tibbs for <<interviewer>>
false for <<talkedAlready>>
June 9th for <<date>>

geoMerge will print the following:

```
Dear Mr. Tibbs:

I look forward to interviewing with your company
in the future.
```

If you type in *true* instead of *false* when you are asked to supply data for the label <<talkedAlready>>, your printout will look like this:

```
Dear Mr. Tibbs:

I enjoyed speaking with you on June 9th. I look
forward to interviewing with your company in the
future.
```

<<IF...>>...<<ELSE>> Statements

You may also want to print one portion of text if a label is the same as the key text, and a different portion if it is not. This can be accomplished with an **<<IF...>>...<<ELSE>>** statement.

The **<<IF...>>...<<ELSE>>** statement has the following format:

<<IF labelName = "key text">>text1<<ELSE>>text2<<ENDIF>>

What this means is, "If the data that you type in for labelName is exactly the same as the key text, then print the text (text 1) that immediately follows the **<<IF..."key text">>** statement. If it does not exactly equal the key text, then print the text (text 2) that follows the **<<ELSE>>** statement.

Note that **IF** and **ELSE** are *always* capitalized.

NOTE: Again, the **<<ENDIF>>** statement indicates the end of the **<<IF...>>** statement, or in this case the **<<IF...>><<ELSE>>** statement.

Example:
If your form contains:

> Dear <<interviewer>>:
>
> <<IF talkedAlready = "true">> I enjoyed speaking with you <<date>>. <<ELSE>> I have heard great things about the salaries you offer. <<ENDIF>> I look forward to interviewing with your company in the future.

And when you are asked to supply the data to be used you type in:

Mr. Tibbs	for <<interviewer>>
false	for <<talkedAlready>>
June 9th	for <<date>>

geoMerge will print the following:

```
Dear Mr. Tibbs:

I have heard great things about the salaries
you offer. I look forward to interviewing with
your company in the future.
```

If you type in *true* instead of *false* when you are asked to supply data for the label <<talkedAlready>>, your printout will look like this:

```
Dear Mr. Tibbs:

I enjoyed speaking with you on June 9th. I
look forward to interviewing with your company
in the future.
```

NOTE: An <<IF...>> or <<IF...>>...<<ELSE>> statement cannot start on one page of a geoWrite document and end on a following page. Also, these statements cannot be "nested"; that is, an <<IF...>> or <<IF...>>...<<ELSE>> statement could not have appeared in either text 1 or text 2 in the previous examples. However, labels could appear within text 1 or 2.

Merge Data Files

Manually typing in the data to be substituted for each label is not the only way to merge data with a merge form document. The data can also come from a "merge data file."

Merge data files can be created with geoWrite, geoDex, geoFile, or geoCalc. If you are creating a merge data file using a geoWrite document, you need to follow the procedures below. If you are using a geoDex file as a merge data file, go to "Using geoMerge with geoDex," page 8-17.

Create a Merge Data File with geoWrite

A merge data file is composed of one **label record** followed by one or more **data records.**

Label Records

A merge data file begins with the **label record.** This is a list of all of the labels to be "substituted for" in the merge form document. Each label must appear on a line by itself. For example, the label record for a form letter might be:

```
firstName
lastName
address
city
state
zipCode
talkedAlready
*
```

(page break inserted here by the program)

The asterisk at the end of the label list indicates the end of the label record. The program will also automatically insert a page break after this first asterisk.

IMPORTANT: There is only one label record in a merge data file, and it must always be the first record.

Data Records

The next line after the asterisk is the first line of the first **data record**, which lists the actual data you want substituted for the labels in your merge form document. Each data entry in the data record is separated by a RETURN. A data record might be:

Molly
Thrush
2424 Mockingbird Lane
Birdville
VA
22203
true
*

NOTE: A data entry may be up to 200 characters long, and may include several lines of text, *so long as* the RETURN key is not pressed within the data entry. For long data entries, let the word-wrap create new lines.

IMPORTANT: Each data record must have corresponding data entries, or blank lines, for every line in the label record. In other words, each record following the first must have the same number of lines in it as has the first record.

Whatever characters appear in the first **data** entry in your data file will be substituted for the first **label** in the label record wherever that label appears in your merge form when you make a printout. The second **data** entry, which follows immediately after the first entry in your data file, is substituted for the second **label** entry in the label record wherever that label appears in your merge form, and so on, in a similar fashion for all of the labels in the label record. In the above example, the name **Molly** will be substituted for the label **firstName**.

A blank line (a RETURN on a line by itself) in the data record tells the merge program to substitute a blank for the corresponding label in the label record wherever that label appears in your merge form. In other words, *each data record must have corresponding data entries, or blank lines, for every line in the label record.* For example, if Molly decides that last names are an offense, in the data record you would enter a blank line in the place of **Thrush**. You would make no changes to the **lastName** entry in the label record.

An asterisk on a line by itself indicates the end of the data record. The line following the asterisk is the first line of the *next* data record in your data file.

Your data file may contain as many data records as you like, depending, of course, on the amount of disk space you have.

IMPORTANT: The last data record in your merge data file *must* be followed by an asterisk *and* a RETURN before you close and save the merge data file (a geoWrite document) on your diskette.

Labels in geoMerge may be up to 20 characters in length. Labels can contain alphanumeric characters only (letters and numbers), and *no* spaces.

Data entries may be up to 200 characters in length. Data entries may contain any type of character (alphanumeric and non-alphanumeric), and may also contain spaces.

Sample geoMerge Documents

The following sample files and the printout examples demonstrate using a merge data file with a merge form document file.

Form Letter for Use with geoMerge

Merge Form Document:

```
<<firstName>> <<lastName>>
<<address>>
<<city>>, <<state>> <<zipCode>>

Dear <<firstName>>,


  <<IF metThurs = "true">>It was a pleasure meeting with you last
Thursday.
  <<ENDIF>>Thanks for the check.
```

Merge Data File:

```
firstName
lastName
address
city
state
zipCode
metThurs
*
```

(page break inserted here by the program)

```
John
Smith
1234 Main Street
Any Town
PA
19152
true
```

Carl
Greenskeeper
141 Country Club Drive
Chicago
IL
60610
false
*

Printouts

First Document:

John Smith
1234 Main Street
Any Town, PA 19152

Dear John,

It was a pleasure meeting with you last Thursday.
Thanks for the check.

Second Document:

Carl Greenskeeper
141 Country Club Drive
Chicago, IL 60610

Dear Carl,

Thanks for the check.

Using geoMerge with geoDex

You can use geoMerge to merge a geoDex data file with a geoWrite merge form document. In brief, the process is to use the geoDex **merge** icon to create a second document: a geoWrite version of the geoDex data file. Next, you either can alter this data file as needed, or proceed directly with merging this document with a geoWrite merge form document.

Once you have created this data file, you can add labels to or delete labels from it. Make as many changes as you need; just make sure that all records and labels are consistent, both within the data file and in the merge form document.

To merge a geoDex file with a merge form document:

1: Open your geoDex file.

NOTE: If you wish to merge only a group within the geoDex file, you need to select that group first. To do so, click on the **Group** icon. When the Group dialog box appears, type in the group's identifier (e.g., "PTA"), and press RETURN.

2: Click on the **merge** icon.

3: A dialog box will ask you to "Enter merge file name." Type in a name and press RETURN.

NOTE: You now have created a separate document that contains a copy of the records in your geoDex file. It is in the format of a geoWrite data file.

4: Exit the geoDex data file by clicking on the **Close** icon. You will be returned to the deskTop.

5: If you have not already done so, open geoWrite and create a merge form document. Use the labels from your geoDex data file (e.g., "zip," "addr," "misc").

NOTE: If necessary, refer to "Merge Form Documents," page 8-8.

In the merge form document, use only the following labels when you refer to the geoDex data to be used in the data file:

<<first>>	first name of each person in geoDex
<<middle>>	middle initial of each person in geoDex
<<last>>	last name of each person in geoDex
<<addr>>	address of each person in geoDex
<<city>>	city of each person in geoDex
<<state>>	state of each person in geoDex
<<zip>>	zip code of each person in geoDex
<<phone>>	phone number of each person in geoDex
<<misc>>	miscellaneous data for each person in geoDex

6: If necessary, you can open the data file from geoWrite and alter it as you wish. If so, go to step 7. If you do not need to change the file, go to step 8.

7: Once you enter the data file, the first page will contain only the label record of the data file. Since the label record comes from the geoDex file you converted earlier, it will appear as follows:

first
middle
last
addr
city
state
zip
misc
phone
*

(page break inserted here by the program)

To go to the first data record, either press C= + or select **next page** from the **options** menu. Add or delete as many labels as you wish, just as long as everything is consistent. For example, after you have made changes, the label record and the first data record could appear as follows:

first
last
addr
city
state

zip
filmname
talkedalready
*

(page break inserted here by the program)

Molly
Thrush
2424 Mockingbird Lane
Birdville
VA
22203
The Birds
true
*

NOTE: If necessary, refer to "Merge Data Files," page 8-12.

8: Return to the deskTop and double-click on the **geoMerge** icon.

9: A dialog box will appear telling you to select a form document. Click on the desired document and then click **Open** to select it.

10: Another dialog box will ask you "Use geoWrite file for merge information?" Click **YES**.

11: The next dialog box will ask you to "Choose merge data file." Click on the desired file and select **Open**.

12: The print options dialog box will appear. Make the necessary choices and click **OK** when finished. geoMerge will merge your selected documents, and in a moment your merged documents will be printed.

NOTE: If necessary, refer to "geoMerge Printing Options," page 8-20.

13: After your documents are printed, you will be returned to the "Choose form document" dialog box (see step 9). Either do another merge, or select **Cancel** to return to the deskTop.

geoMerge Printing Options

Select either **high, draft,** or **NLQ** printing mode depending on the format that you want to use. A fourth mode, **File Output Mode,** allows you to direct your document to a geoWrite document first, or to geoLaser.

High Quality Mode

Click on the **high** button to choose High Quality mode.

This is the "default" and recommended mode for geoWrite (geoMerge) output. High Quality mode produces all of the fonts and styles in the same format as they appear to you on the screen.

Draft Quality Mode

Click on the **Draft** button to choose Draft Quality mode.

This mode does *not* produce different fonts and styles and will *not* produce the same formatting as that which appears on the screen. The draft quality will, however, print much faster than the high quality mode. Use this mode to get quick, rough drafts of your document. Pictures or graphics *cannot* be printed in this mode.

NOTE: Draft Quality mode does not work with some early versions of the printer driver files. Be sure to use the version 2.1 printer driver files supplied on the back side (the side without the disk label) of your DeskPack *Plus* diskette for draft quality printing. Copy the file that you need onto the same disk and side that contains your geoMerge application.

NLQ Mode

Click on the **NLQ** button to choose Near Letter Quality mode.

This mode can be used with letter quality printers. This mode does *not* produce different fonts and styles but it *will* produce the same formatting that appears on the screen. Pictures or graphics cannot be printed in this mode.

To use this mode, all text must be in the Commodore 10 font. The Commodore 10 font is supplied on your DeskPack *Plus* diskette.

A few printers have different page lengths for NLQ printing than for high quality printing. Selecting **NLQ spacing** from the **page** menu causes the

NLQ page length to be used. The only time that you should use NLQ spacing is when you print in the NLQ mode.

NOTE: NLQ mode does not work with the early versions of the printer driver files. Be sure to use the version 2.1 printer driver files supplied on the back side of the DeskPack *Plus* diskette for NLQ printing.

File Output Mode

Click on the **File** button to select **File Output Mode.**

Use this feature to have geoMerge send its output to a geoWrite file rather than directly to a printer. This feature allows you to add final touches to a merge file document, or use geoLaser to print your merge file document.

After you select this option, geoMerge will ask you for a filename. Enter the new filename (11 characters maximum) and press RETURN. When creating multiple output files, geoMerge will assign a number to the name of the document (e.g., "DocumentName1," "DocumentName2," etc.)

NOTE: Before you use this feature, be sure you have enough room on the disk on which you plan to store the output files.

Page Range

The **From Page** and **To Page** boxes allow you to print a part of the file. Normally the entire file is printed. To change the pages that are printed out, click inside either of the boxes and enter a new value.

Single Sheet and Tractor Sheet

The **Single Sheet** and **Tractor Feed** buttons allow you to print with regular continuous printer paper, or with single sheets fed in one at a time. geoMerge will stop after printing each page if **Single Sheet** is selected so that you can insert a new sheet. Click on the **OK** icon in the dialog box that appears when you are ready to print the next sheet.

Merging Your Documents

Use the following steps to merge your form document with a data file:

1: Create a merge form document.

2: Create a merge data file.

3: Go to the deskTop and double-click the **geoMerge** icon.

4: A dialog box will appear telling you to select a form document. Click on the desired form document and then click **Open** to select it.

5: Another dialog box will ask you "Use geoWrite file for merge information?" Click **YES**.

6: The next dialog box will ask you to "Choose merge data file." Click on the desired file and select **Open**.

7: The print options dialog box will appear. Make the necessary choices and click **OK** when finished. geoMerge will merge your selected documents, and in a moment your merged documents will be printed.

8: After your documents are printed, you will be returned to the "Choose form document" dialog box (see Step 4). Either do another merge, or select **Cancel** to return to the deskTop.

Appendices

This section contains the following appendices:

- A: Comparison of Standard and GEOS Formats
- B: geoDex Error Messages
- C: Graphics Grabber Error Messages
- D: Icon Editor Error Messages

Appendix A: Comparison of Standard and GEOS Formats

Standard Commodore Disks

Standard Commodore formatted floppy disks are divided into a number of circular tracks. Each track consists of a number of sectors. All of the sectors on one of the tracks are devoted to the directory for the disk. These sectors contain an entry for each file stored on the disk. Each entry contains the following information about the file: its file name, the track/sector address where the file begins, the file type, etc.

GEOS Disks

GEOS disks (disks that have been formatted by the Graphic Environment Operating System) are slightly different. The most significant difference is that the directory on a GEOS disk contains an additional sector to keep track of files that have been moved from the disk note pad down to the "border" area.

GEOS Files

GEOS files (files that have been created using GEOS application programs or copies of files from an original GEOS disk) are also slightly different from standard Commodore files. One difference is that the directory entries for GEOS files contain some additional information. This information includes the file's last modification date, GEOS file type, and the location (track and sector) on the disk of the file's "header." A file "header" is a sector associated with that file that contains additional information about the file, including the bitmap data for the file's icon. To view the information displayed in a file's header, click on the file's icon on the deskTop, then select **info** from the **geos** menu.

Appendix B: geoDex Error Messages

There is insufficient room to save the last new entry.
There is no room on the disk to save the entry you just typed in. It will be necessary to free up room on the disk to create any more new records.

There is insufficient room to save the merge file.
There is insufficient room to load the printer driver.
There is insufficient room to convert the data file to V2.0
There was not enough room on the program disk. You will need to return to the deskTop and delete some files or move them to another disk before you will be able to continue.

There are now 42 records filed under the letter _. No more records will be allowed for that letter.
geoDex is limited to 42 records for any single letter in the geoDex file drawer. It will be necessary to keep two or more geoDex files if your needs exceed this limit.

There is no one with that last name in the geoDex file.
The search for a last name has failed; there was no record with a last name matching the name entered. Check your spelling and make sure that you are not currently viewing a group that does not include the name you are searching for.

Error reading the disk.
geoDex is having problems reading the data file, due to a bad disk.

The merge file is too long to be read by geoWrite.
geoDex cannot create a merge file with more than 60 pages in it. You need to group the records in such a way that the merge file is smaller.

Appendix C: Graphics Grabber Error Messages

Graphics Grabber is unable to load this desk accessory.
Something went wrong while reading the desk accessory from the disk. The disk could have been inserted incorrectly, or there may be a problem with the disk or the desk accessory selected.

Graphics Grabber cannot read this graphic.
The Graphics Grabber is unable to grab one of the graphics on the disk. Check to see that the disk is inserted correctly. This could also mean that here is a problem with that file or that disk.

Insert a disk containing...
The Graphics Grabber is asking you to insert the disk containing the graphic into the disk drive. Double check to see that you are inserting the disk into the correct disk drive.

Re-insert your GEOS disk in Drive...
The program wants you to insert the disk that you used to run the program. It requires that you insert this disk to save to a Photo Scrap or to a Photo Album. You must also have this disk inserted to run a desk accessory or to exit the program.

There is no graphic to save.
There is no graphic currently loaded and displayed. You must "grab" a graphic before you can save it to a Photo Scrap or Photo Album.

There is not enough space on disk to save this graphic.
There is not enough disk space to save the graphic into a Photo Album or Photo Scrap. You will probably need to exit the program and free up some space on the disk before you can save a graphic.

Graphics Grabber is unable to save the graphic on this disk.
There is a problem with the disk that prevented the Graphics Grabber from saving the graphic. Make sure that the disk is inserted correctly. This message could also mean that something is wrong with your disk, or that you have tried to save more than 127 images into an album.

Graphics Grabber cannot read one or more of the graphics in this file.

There are no readable graphics in this file.

There is insufficient memory to convert this graphic.

Something is preventing the Graphics Grabber from reading a Newsroom graphic file correctly. Either the Newsroom disk is bad, or the Graphics Grabber file itself is bad. If the problem persists, contact Customer Service.

Appendix D: Icon Editor Error Messages

Bad disk/no disk
The Icon Editor cannot read your disk. The disk is either damaged or is not fully inserted into the disk drive.

Device not found
The Icon Editor cannot find your disk drive. Make sure the disk drive cables are connected properly.

Disk full
While converting a non-GEOS file, the Icon Editor has found that there are no free blocks on the disk, so it cannot create a header block.

Disk ID mismatch
You have switched disks without using the DISK or DRIVE icon while selecting a file. Replace the original disk to continue.

Disk write protected
You have a write-protect tab on your disk. Remove the tab to continue.

File not found
The desk accessory you have selected is not on the current disk.

Photo Scrap beyond V1.1
You have attempted to read a Photo Scrap that is more advanced than V1.1. The Icon Editor can only read V1.0 and V1.1 Photo Scraps.

Photo Scrap not on a disk
There isn't a Photo Scrap file on the currently opened disk. Exit the Icon Editor and copy the Photo Scrap you need so that you can continue.

Photo Scrap too big
The Icon Editor only has a limited-size buffer area for reading in Photo Scraps. As a result, you can only read medium sized Scraps into the Icon Editor.

Unexpected error
The Icon Editor has encountered an unusual error. There may be a problem with your copy of the Icon Editor or with your hardware. Try

using a backup copy on a different Commodore computer. If the problem persists, contact Customer Service.

Verify failed

Icon Editor was unable to verify that a block written to the disk was written correctly. Your disk may be bad, or the disk drive may be unreliable.

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